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29 October 1954

OFFICE OF PERSONNEL MEMORANDUM NO. 20-190-11

SUBJECT: Designation of Staff Director, Personnel Lecture Series

*The Executive Officer*

1. Effective immediately, [redacted] a designated Staff Director, Personnel Lecture Series. In this capacity, Mr. [redacted] will be responsible for the direction and administration of the Personnel Lecture Series. 25X1A 25X1A9A

2. More specifically, the responsibilities of the Staff Director include:

a. Development of a substantive program designed to accomplish the following purposes:

(1) To broaden the professional personnel knowledge of members of the PE Career Service with particular emphasis on personnel management problems peculiar to this Agency;

(2) To acquaint members of the PE Career Service with the objectives, activities and procedures of the Agency's total personnel program;

(3) To develop the capabilities and qualifications of members of the PE Career Service to equip them for both lateral and vertical reassignments.

b. Coordination of specific program presentations to insure that lectures and discussions are offered in a series which has continuity and is directed toward the purposes stated above.

c. Necessary administrative support in such matters as program scheduling, announcements and publicity, recordkeeping, graphics, and physical facilities for presentations.

3. All Staffs and Divisions of the Office of Personnel are expected to cooperate fully with the Staff Director in carrying out these responsibilities.

[redacted] 25X1A9A  
George E. Maloon  
Deputy Assistant Director  
for Personnel

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